



NCDPI Roster Verification for English Second Language Teachers

When do ESL teachers need to complete the Roster Verification process?

ESL teachers deliver instruction to students in a variety of ways. Much of the time ESL teachers deliver instruction in a support role, known in the Roster Verification process as a ‘Contributing Professional’. In doing so, instruction may or may not be directly related to teaching the grade level content standards. Because of the variation in instructional delivery, you will need to use your professional judgment to determine whether, and how much, the ESL teacher should participate in the Roster Verification process. Below are examples and non-examples to assist in determining when roster verification should be completed.

1. Examples of instruction that **SHOULD** be recorded in Roster Verification:

- An ESL teacher pulls students during a literacy block for guided reading. During that time the ESL teacher has direct instructional responsibility for reading instruction.
- An ESL teacher works with the classroom teacher to identify academic vocabulary that will be covered in the science class. The ESL teacher works on science vocabulary for 15 minutes during the session with the student. The time dedicated to the science vocabulary is a regular and consistent part of the student’s ELL sessions.
- An ESL teacher co-teaches a class with a regular classroom teacher to provide instructional support to ELL students.

2. Examples of instruction that **SHOULD NOT** be recorded in Roster Verification:

- An ESL teacher works with the classroom teacher to assist with acquisition of academic vocabulary, but the instruction is on an as-needed basis. Some days it might be math, some reading, some science. The time spent on each varies. Since there is not a consistent and regular time allotted to a specific content area it is very difficult to assign a percentage of time that the teacher is involved in instruction directly related to the content standards. Therefore, the ESL teacher should not attempt to assign a percentage of instructional responsibility in Roster Verification.
- An ESL teacher pulls students to address language acquisition not tied to a particular content area. Though clearly the instruction in language acquisition makes a valuable contribution to the student’s education, it is not tied directly to instruction in a tested content area.